State of Washington Military Department's
Electronic Grant Management System

Applicant Training Manual

EMPG

Table of Contents

1.   Introduction to e-GMS

e-GMS stands for electronic Grant Management System-a Web-based grant application and management system. It is used by agencies that receive grant funding from the Washington State Military Department and by those who administer the grant programs. It was designed to be easy to use even for those not familiar with the Internet.

The purpose of this manual is to provide applicants or subrecipients with the knowledge needed to apply for grants, manage the grant process, and submit status reports and requests for reimbursement. The manual is organized into sections and provides easy to follow instructions and examples for the reader.   The manual will continue to be a work-in-progress, updates and changes will occur as feedback is provided to the Military's Budget Department. Please submit suggestions and changes to Janet Pool via email, Janet.Pool@mil.wa.gov , or contact Janet at 253-512-8420.

1.a.   Help Resources

Agate Software Intelligrants designed the e-GMS system. For technical assistance contact their Help Desk at 1-800-820-1890 or contact them via email, helpdesk@agatesoftware.com. The Help Desk is available Monday - Friday 8:00 am - 6:00 pm EST. For grant program-related assistance, e-GMS users should contact their designated Program Manager at the Washington Military Department.

1.b.   Agency Level User Security

This manual is intended for agency level users. Agency level users apply for grants, and submit status reports and invoices through e-GMS. Specific system security levels along with a User ID (email address) and password provide access to e-GMS. Agency level users log in through a secured server to prepare and submit applications, status reports or invoices for one or more grants managed by the Washington Military Department (WMD).

e-GMS Security is role based to ensure that only authorized individuals are allowed to submit applications, status reports and invoices to WMD. The two agency level users are defined below:

SYSTEM SECURITY LEVEL	FUNCTIONS
Agency Officer	Agency Officers have the highest e-GMS security level within an applicant agency. Authorized Agency Officers may add users to the system, and initiate and submit grant applications, status reports and invoice vouchers.
Agency Officer Staff	Agency Officer Staff may edit applications, invoices, and status reports; but do not have submission capability.

1.c.   Tips for Using e-GMS

General Tips

- Do not use your web browser's Back and Forward buttons.
- Logout of e-GMS if you will be leaving your computer for an extended period of time.
- Do not share your login information with others.
- Red asterisks (*) indicate required fields on e-GMS forms.
- **Save** early and often **and** before proceeding to a new page to prevent losing information.

2.   Accessing e-GMS

2.a.   Basic e-GMS Requirements

The following items are required to access e-GMS:

> An Agency Officer must be approved by the agency or organization to perform the functions of adding users to e-GMS, initiating and submitting grant applications, status reports and invoice vouchers,
>
> An Internet connection with modem dial-up speed of at least 33.6 kbps (kilobits per second), broadband or DSL, and a computer running Windows 95 or higher or a Macintosh operating system 7.5 or higher,
>
> An email address which serves as your log-in ID and allows you to receive correspondence from your Program Manager via e-GMS,
>
> A web browser - Microsoft Internet Explorer version 6.0 or higher, Netscape Navigator version 7.0 or higher, or Safari version 1.2 or higher,
>
> Adobe Acrobat Reader version 6.0 or higher, and
>
> If applicable, PC pop-up window blockers turned off.

Note: The configuration of your web browser may need to be modified to allow access to e-GMS. This is covered in Appendix A. Appendix A is technical in nature. Most agencies should rely on IT system administrators to make necessary configuration changes.

2.b.   The e-GMS Website

After checking your computer configuration you are ready to register your agency in e-GMS. Open your web browser and type the following address: https://fortress.wa.gov/mil/gms/gms/

Note: There is a required 's' at the end of http. The 's' means that e-GMS is a secure site in that it uses SSL (Secure Sockets Layer) encryption to send the data to and from the web server.

You should see the screen below after you click on the e-GMS address. This is your log-in screen.
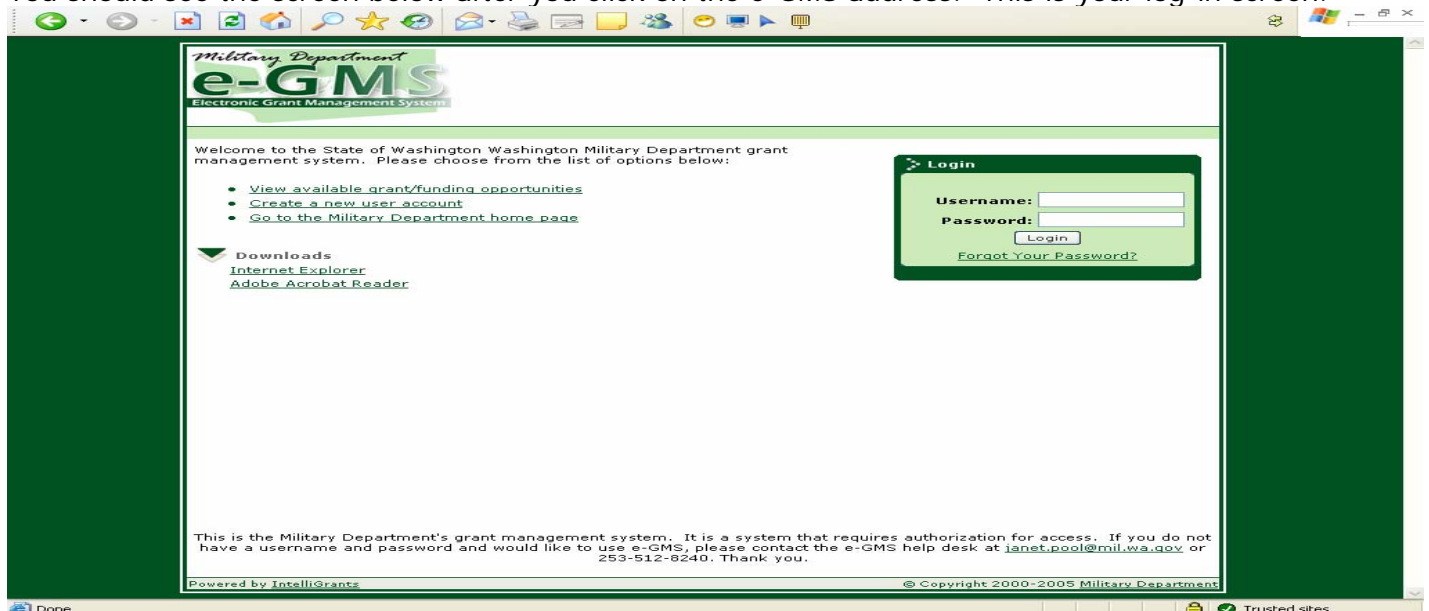

Figure 1

3.   e-GMS Registration Process

Once your computer has been configured to use e-GMS, you must register yourself and the agency you represent to gain access to the system.

Please follow the steps below:
1) Using your web browser, go to https://fortress.wa.gov/mil/gms/gms/ ,
   Note: This link or address takes you to the main Portal Screen or Front Door of e-GMS, see Figure 2,

2) Click the "Create new user account" link on the left side of the screen,
3) Complete the fields on the Add Contact Information form. Required fields are followed by a red asterisk (*).

You will see the screen or page below when you click "Create a new user account."

Figure 2

The following is a description of each field on the screen:

First Name
Your first name should be typed into this field.

Middle Initial
Your middle initial is requested.

Last Name
Your last name should be typed into this field.

Agency
Search for agencies that already exist in the Electronic Grant Management System by clicking the Find Agency button. If your agency is found in the search, click on the target icon next to the agency name on the search screen. You will be returned to the registration screen and some address information will be filled in for you.

If your agency is not found in the search agency process, click "No Agency Found." You will be returned to the registration screen. Enter the name of your agency and proceed to the next section.

Address
Type your agency's address here if this field was not auto-filled during the search process.

Address continued
Use this field to type any additional address information.

City
Type the city where you are located.

State
Select WA from the dropdown menu.

Zip Code
Type your five-digit or nine-digit zip code here.

County
Select your county from the dropdown list.

Phone
Type the phone number where you can be reached.

Fax
Type your fax number here.

List Grant Opp Interest
Type a short description of any grants in which you are interested.

Email
Type your email address. Your email address will also be your username.

Confirm Email
Re-type your email address here to confirm.

After all applicable fields have been completed, click Register.

Once your registration information is saved, a separate table will appear at the bottom of the screen. By default, your username will be the email address that you specified. You will then be prompted to enter a password for your account.

3.a.   Password Requirements

The following password requirements were defined by State of Washington Information Technology Office. Each requirement must be met to create a valid password.

Your password must:

1) Be between 6 and 20 characters.
2) Contain a number.
3) Contain an uppercase character.
4) Contain a lowercase character.
5) Contain one special character such as &, %, $, or #.

3.a.1   Selecting a Password

Choose a password that is easy to remember.

1) Type your chosen password in the Password field.
2) Re-type your password in the confirm Password field.
3) Click Confirm.

Once creation of your username and password have been confirmed, you will see a registration confirmation screen which reads as follows:

e-GMS has sent you a confirmation email message. To complete the registration process, please check the email account that you used upon registration and follow the instructions that are provided.

An email with login instructions for e-GMS will be immediately sent to your specified email address. To complete your registration, please follow the link in the email message.

Type your username and password in the spaces provided.
Click the "Login" button.

Congratulations! You completed the user registration process for your agency. Access to the system is limited to searching for grants and updating agency/user information until your request for access to the system is reviewed by the Washington Military Department and assigned an appropriate security level.

4.   e-GMS Start Menu

Once access is assigned by the Washington Military Department and confirmed via email you may begin using e-GMS to apply for grant opportunities. The e-GMS **Start Menu** is the first page you see once you log into the system and contains many different features that you will use. It is a good idea to become familiar with the **Start Menu** as it will be used throughout the grant lifecycle. Below is a view of the **Start Menu** with additional links that allow you to maneuver around in the system.
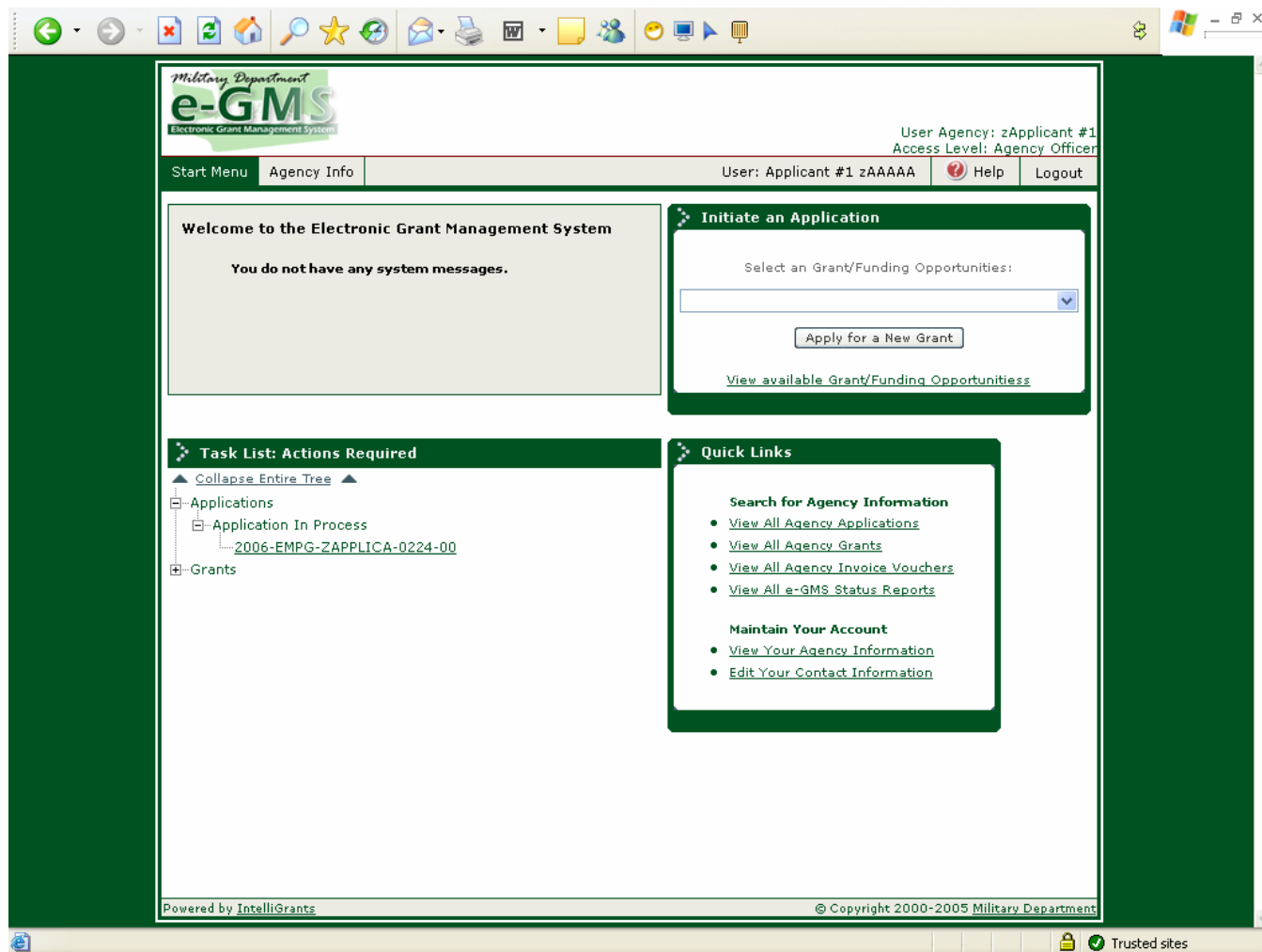
Figure 3

The Start Page contains five main content areas:

- The Toolbar
- System Messages
- Initiate an Application
- Task List and
- Quick Links

4.a.   The Toolbar

The Toolbar section is the bar directly below the e-GMS logo. It is available on nearly every e-GMS page and serves as the general navigational area for each user in the system. The toolbar contains different links depending on where or what you are processing in the system. Clicking on the **Start Menu** icon, when you are on another page in the system, returns you to the **Start Menu** page. Selecting the **Agency Information** link allows you to edit your agency information and service areas. Service areas include the legislative and congressional district(s) which benefit from receipt of the grant award. The toolbar also shows your user ID; a Help link (designed on a page by page basis and specific to the page you are on within the system) and a system logout link.

4.b.   System Messages

This area of the **Start Menu** is under the section titled "Welcome to the Electronic Grant Management System." Here you'll find important messages sent to you from your Program Manager. Check system messages frequently in order to stay up-to-date with current information. The system message list displays only two messages at a time. To view all of your system messages, click the "System Messages" link in the box.

4.c.   Initiate an Application

The **Initiate an Application** section allows you to complete a grant application in e-GMS. The dropdown menu displays grants available to your agency. Contact your Program Manager if you do not see a grant that is relevant to your agency. Once you select the appropriate grant, click on the **Apply for a New Grant** link.

If you want to see all grants currently available through the Washington Military Department click on the **View Available Grant/Funding Opportunities** link. All available grants are listed along with a description of each.

4.d.   Task List: Actions Required (Treeview)

The **Task List: Actions Required** section displays items requiring your attention or tasks that need to be completed. Figure 6 shows an application in process of completion. Once the application is submitted, it disappears from the task list and is not editable by the agency.

There is a hierarchal structure to the task list called a treeview. Clicking on the minus sign collapses the treeview up to a higher 'node' or level in the hierarchy. At that point you see a plus sign signifying that there are items under that 'node' to view. Clicking the plus sign allows the treeview to once again expand. The treeview allows e-GMS to organize tasks into like functions. You'll become more familiar with treeview functionality as you continue to manage the grant process on the system.

4.e.   Quick Links

The **Quick Links** section provides easy access to your agency information. You may search for **Agency Applications**, **Agency Grants**, **Agency Invoices** and **Agency Status** reports. After selecting one of these options, click the Search button on the proceeding page, e-GMS displays all information related to your agency. Click on the eyeglass to the left of each listed item to view additional information.

Quick Links also helps maintain Agency and Contact Information. Click on **View Your Agency Information** or **Edit Your Contact Information** to edit or add new information, add contacts to the agency, or change your password.

4.e.1   Agency and Contact Information

The **Quick Links View Agency Information** link takes you to the following page in the system.

Figure 4

The **Agency Information** link, next to the **Start Menu** also displays current agency information in e-GMS. To edit this information select the edit button. To edit **Agency Contact** information, select the round 'radio' button and click **Edit**. You may also add or edit users from this page. When you add a user to the system, e-GMS sends an email to the new user confirming access status along with a password.

The second tab titled **Service Areas** allows you to update legislative/congressional information and county information related to your agency.

Note: The Agency and Service Area information must also be completed for each application. See Component data on the **Application Menu section 5.b.3** of the manual.

5. Application Menu

Applying for a grant begins by completing an application. This next section of the manual explains the application process. Begin by going to the **Initiate an Application** section on the **Start Menu** page, see Figure 3, select the grant you want to apply for from the drop down box and click the **Apply for a New Grant button**. You will be taken to an **Application Menu** similar to the one below.
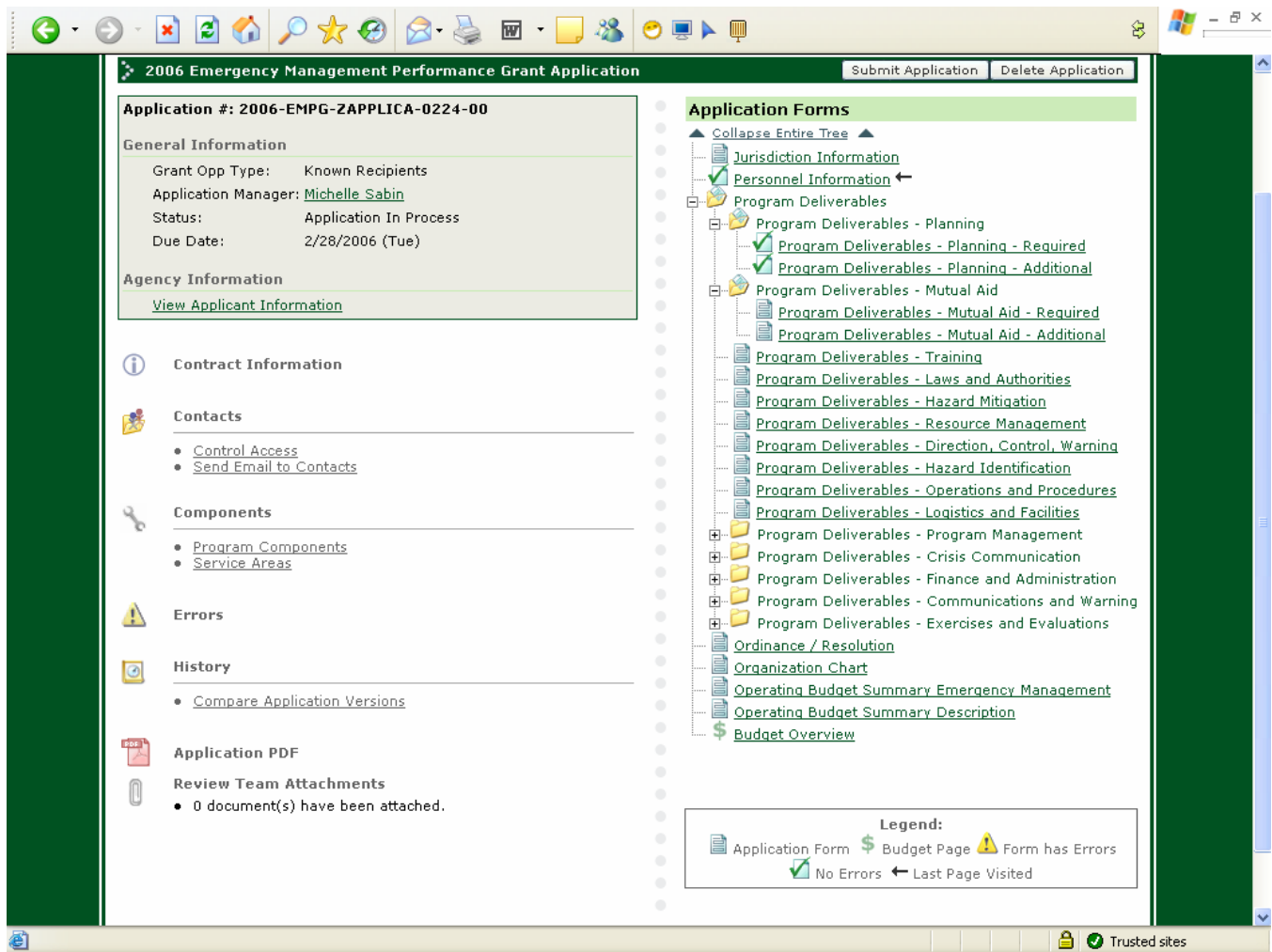
Figure 5

The right-hand side of the screen lists the **Applications Forms** that need to be completed. The last item in the list is the **Budget Overview** link. The budget for your agency is summarized on the **Budget Overview** page once the agency completes the **Operating Budget Summary Emergency Management** form. The left-hand side of the screen has a variety of links, some requiring completion prior to submitting the application. Each of these functions or links will be covered in the following sections.

The e-GMS system allows you to complete as much or as little information as you want at a time. As long as you **Save** your information before logging out or going to the next application form your information will be available later for your use.

Note: The Legend at the bottom of the Application Forms list defines the meaning of the icon next to each form.

5.a.   Application Forms

The application forms required to be submitted to WMD include the following:

- Jurisdiction Information,
- Personnel Information,
- Program Deliverables-Required and Additional,
- Ordinance / Resolution,
- Organization Chart,
- Operating Budget Summary for Emergency Management, and
- Operating Budget Summary Description.

5.a.1   Jurisdiction Information

The **Jurisdiction Information** form is the first page listed under **Application Forms** on the **Start Menu**. Click on the **Jurisdiction Information** link to take you to the following page:

Figure 6

Complete information in each text box marked with a red *****. The other fields without a red ***** are provided as additional space for you to make any notes or comments as needed. The **Director's Name** should be the name of the individual that oversees the Emergency Management Program within your jurisdiction. The **Single Jurisdiction Organization** has a drop down box. Select **Yes** or **No** as appropriate. Once the form is completed click the **Save** button then click the **Next** button to go to the **Personnel Information** form.

5.a.2   Personnel Information

The next form listed is the **Personnel Information** form. Input all the information as requested on the form. Click the **Save** button. As each form is saved it will automatically calculate the salaries plus the benefits. This is the $37,250 calculated in the yellow box below. Once you click save, you will be able to add pages for additional personnel. Once you have completed a form for each individual, click **Next** to go to the next application form, **Program Deliverables-Planning-Required Activities**.

NOTE: Only the percentage of each position that is paid for with local funds and dedicated to the emergency management program should be entered. For instance, if a position will be paid 75% with local funds and 25% with the anticipated EMPG, you should enter 75% in block A.
Individuals that fulfill traditional public safety or search and rescue roles must not be included, as those functions are the sole responsibility of fire and/or law enforcement.

Figure 7

5.a.3   Program Deliverables

Each of the **Program Deliverable** input forms look similar to the page shown in Figure 8. Some deliverables are 'required' per grant guidelines while others allow for applicants to input 'additional' deliverables. (See Figure 5, **Program Deliverable – Planning –Required** and **Additional**.) The distinction in e-GMS between 'required' and 'additional' application pages only slightly changes the application process for these forms.

Washington State, in accordance with DHS, does not require a specific number of activities. The state does expect that the program deliverables proposed will be proportionate to the level of funding. The scope of work represents each emergency management organization's projected activities to be performed from October 1, 2005 through December 31, 2006 and will be incorporated into each pass through EMPG contract.

The normal capability-building program activities of the state and local emergency management organizations should be described in the scope of work, categorized by emergency management functions. Within the 15 program areas, there are activities required by the state in order to receive EMPG funding, which have been written into the scope of work below. In addition to the required activities, please explain fully what the emergency management organization expects to accomplish in each program area from October 1, 2005 through December 31, 2006. The scope of work is used to provide information about anticipated activities and should be detailed, measurable, realistic, and as specific as possible. Please state the specific end products to be completed, such as updated plans, annexes, procedures, training and exercise programs, and indicate the estimated completion date for each deliverable. **Required activities must be scheduled and conducted in order to remain eligible for EMPG funding.**

5.a.3.a Required Activities

Provide a date(s) when the required Deliverable(s) will be completed. Use the space provided to the right of the Deadline label, as shown in Figure 8. Please use the corresponding alpha character at the beginning of each deadline listed which corresponds with the alpha character in the deliverable section. Click **Save** and then click the **Next** button to go to the **Program Deliverable-Planning-Additional** form.

Figure 8

5.a.3.b   Additional Activities

Complete the **Activity**, **Deliverable**, and **Deadline** fields for the **Program Deliverable-Planning- Additional** application form, shown in Figure 9. Note also that each text box is denoted with a red asterisk and must contain information. Use **N/A** for fields that are not relevant to your agency.

Figure 9

You may continue to add and save as many additional activities related to the Planning function as needed by simply clicking on the **Add** button. When ready to continue to the next **Program Deliverable, Mutual Aid –Required**, click **Next**.

Continue to complete all the pages listed as EMPG program deliverables. If you prefer to type and edit your information in Microsoft Word, you may also copy and paste each section into the application pages. Remember to **Save** your information before proceeding to the next page.

If you'd like to view or print a copy of what has been saved in the system for the current page, select **View PDF**. Adobe Acrobat opens up displaying the data input to e-GMS. You may print it or save it to your computer from Adobe Acrobat.

5.a.4   Ordinance / Resolution

The next application form, shown in Figure 10, in the e-GMS list after Program Deliverables is the **Ordinance / Resolution** page. To be eligible for EMPG funds, local emergency management organizations must be established by ordinance or resolution passed by the local legislative body. If two or more political subdivisions join in the establishment of a combined emergency management organization, each must establish said organization by ordinance or resolution. The **Ordinance /Resolution** may be mailed to WMD, faxed to WMD, or attached as a file in e-GMS. Choose the appropriate method by clicking once in the round 'radio' button and click the **Save** button.

Figure 10

5.a.4.a   Browse to Upload a File in e-GMS

If you want to upload a file, depress the **Browse** button to locate the file you want to attach. A Microsoft **Choose File** box, see Figure 11, pops up on your computer screen allowing you to browse your folders and select the appropriate file to attach. You may attach any file from your hard drive, server or other electronic devices used to store information.
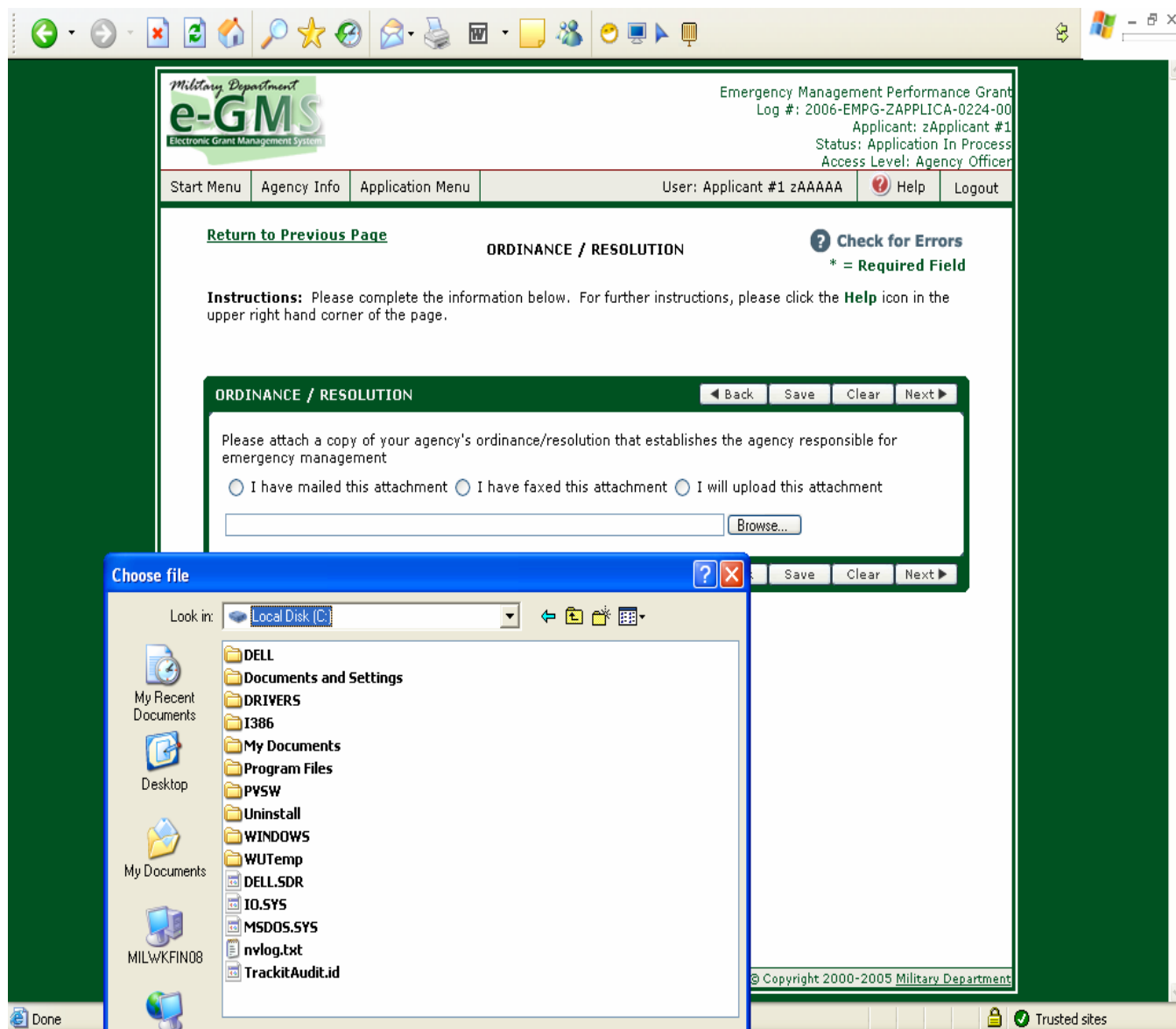

Figure 11

5.a.5   Organization Chart

The **Organization Chart** may also be mailed to WMD, faxed or attached as a file in e-GMS, as shown in Figure 12. Choose the appropriate method and click the **Save** button. The **Organization Chart** must reflect all individuals that were included in the **Personnel Information** section and reflect how each individual is directly linked to the Emergency Management Program for which EMPG funds are sought. If you want to upload the file, depress the **Browse** button to locate the file you want to attach. See 5.a.4 to review the **Browse** button functionality. Click the **Next** button to go to the **Operating Budget Summary Emergency Management**.

Figure 12

5.a.6   Operating Budget Summary Emergency Management

The **Operating Budget Summary** must only include the local (non-federal) funds dedicated to the jurisdictions emergency management program. As stated in the eligibility criteria, each jurisdiction must have a separate budget for the emergency management program, reflected in the **2006 Approved Operating Budget** column. This budget must reflect only the local funds, and must not include ANY received or anticipated federal funds. This budget will serve as the base for each jurisdiction's award.

The **Operating Budget Summary** requires the applicant to input prior year actual expenditure information along with the current year operating budget numbers. The difference is calculated once the form is saved. The **Award Information** portion is for Military Department Personnel Use Only. The award percentage will be based on the total amount of pass through funds available divided by the total local funds committed to emergency management programs, as dictated by Washington Administrative Code 118-09. Your Program Manager will contact you with regards to the award percentage after application submissions are complete.

Figure 13

All fields on the form are marked with an asterisk, and require data to be input, as shown in Figure 13. A zero must be input if no amount exists for a certain category; an asterisk text box must contain information in order for e-GMS to accept the page as free from errors during the application submission process. Once all information is input, click the **Save** button and then the **Next** button to go to the **Operating Budget Summary Description** form.

5.a.7   Operating Budget Summary Description

The **Operating Budget Summary Description** form, shown in Figure 14, provides space for a narrative description of each line item budgeted in the **Approved Operating Budget** column of the **Operating Budget Summary Emergency Management** page. Please explain the *Operating Budget Summary*, including assumptions and budget detail. Increases over preceding years for any line item in the *Operating Budget Summary* should be explained. This explanation should also describe the affect each change will have on the program, as well as the dollar amount of the change. **The *Operating Budget Summary* must only reflect non-federal funds designated for emergency management activities.** Once all information is input, click the **Save** button and then the **Next** button to go to the **Budget Overview** page.
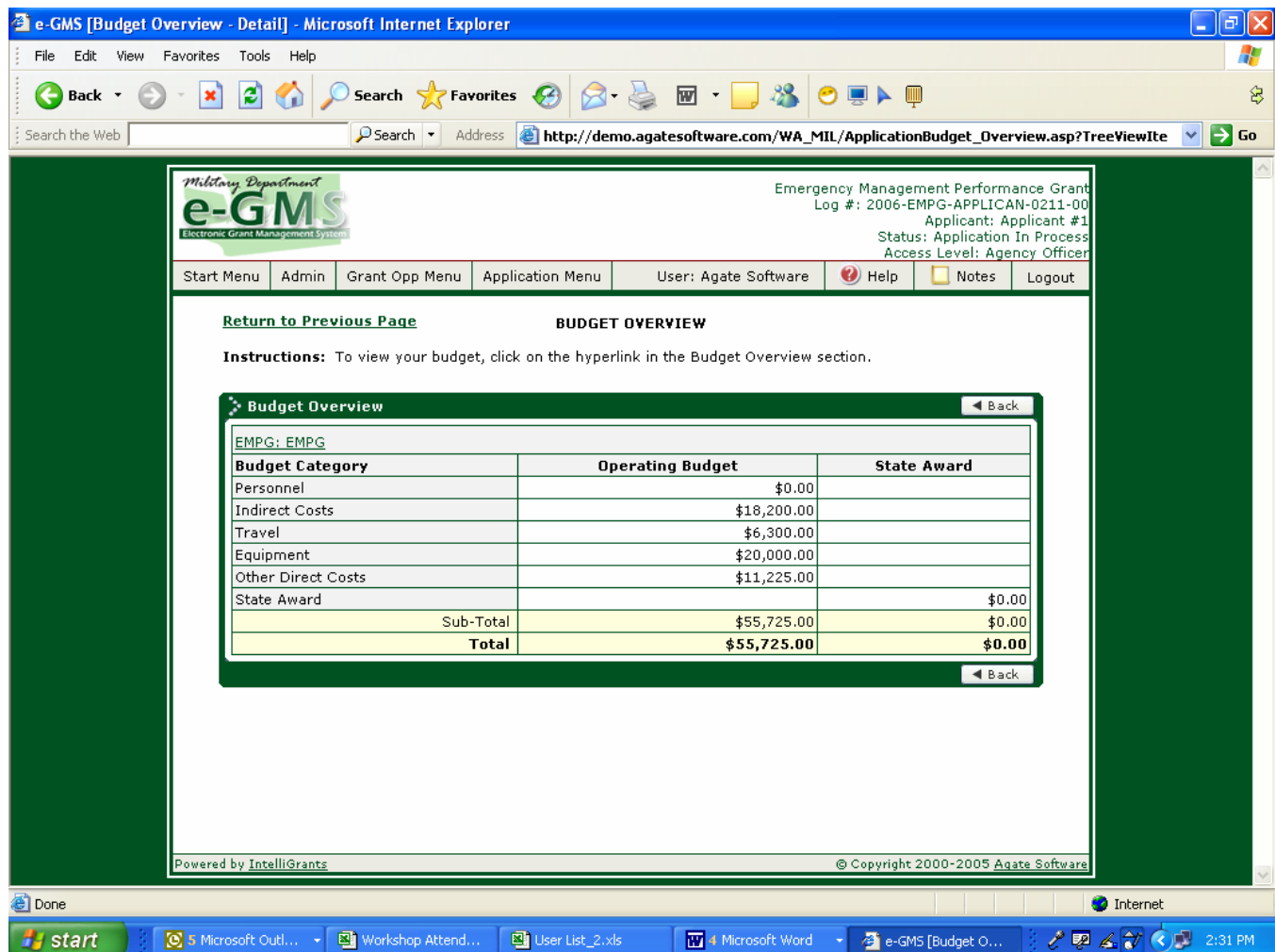
Complete all text boxes marked with a red asterisk. If the information is not relevant to your agency type **N/A** in the text box; an asterisk text box must contain information in order for e-GMS to accept the page as free from errors during the application submission process.

Figure 14

5.a.8   Budget Overview

Return to the **Application Menu** and click the **Budget Overview** link. The **Budget Overview** reflects the amounts budgeted by the applicant in the **Operating Budget Summary Emergency Management** form. See Figure 15.

Figure 15

Clicking on the **EMPG: EMPG** link under the **Budget Overview** label takes you to the **Budget Summary** page. See Figure 16 below. This page may be viewed and saved as a PDF.

5.a.9   Budget Summary Tab

The **Budget Summary** shows the **Operating Budget** by category and also the State Award amount.
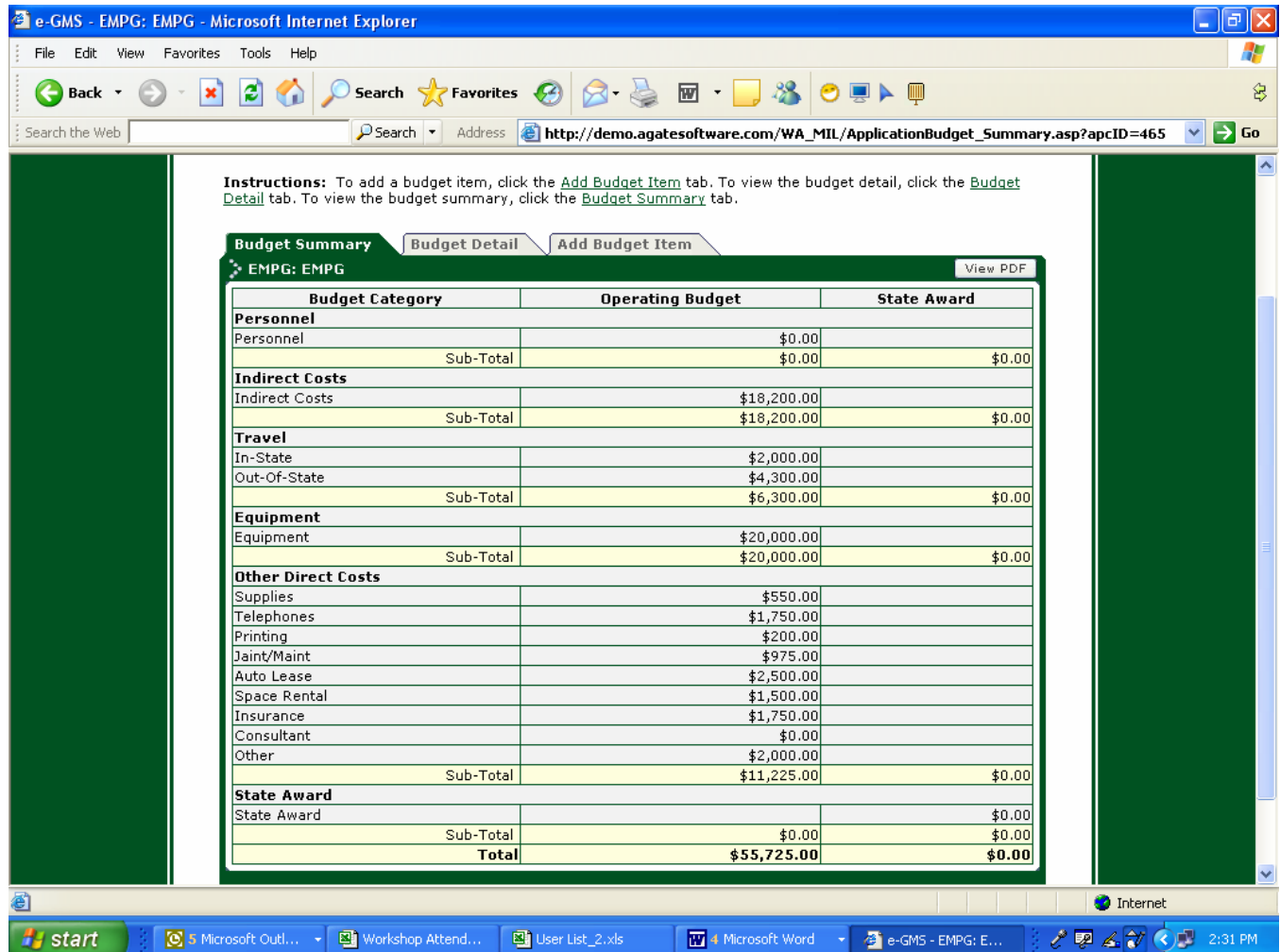
Figure 16

Clicking on the Budget Detail tab takes you to the page shown in Figure 17 below.

5.a.10   Budget Detail Tab

The Budget Detail page may also be printed or saved as a PDF.

Figure 17

5.a.11   Add Budget Items Tab

The **Add Budget Items** tab does not let EMPG applicants add budget items to e-GMS. All items are calculated when the applicant completes the **Operating Budget Summary Emergency Management** form. This tab can be ignored by EMPG applicants.

5.b.   The Left-Hand Side of the Application Menu

This section displays a list of miscellaneous items that need to be completed or reviewed by the applicant. Please refer to Figure 5.

5.b.1   Contract Information

Clicking on the **Contract Information** link takes you to a page where you assign the person responsible for entering your agency into a contractual relationship with the Washington Military Department. This is required to be completed for each application.

5.b.2   Contacts

- With the **Control Access** link you may edit, add or delete Agency Officers, Agency Officer Staff members or Main Agency Contacts, see Figure 18 below. You may also edit your own Contact information. The **Control Access** Link will only assign access to e-GMS users added from the **Start Menu** under **Quick Links**, see Section 4.e.1.

Figure 18

Note: The link called **Search for an agency consultant** should be ignored by all applicants.

▪ The **Send Emails to Contacts** link under the **Contacts** section on the **Application Menu** allows you to send emails through e-GMS to your Program Manager or others at WMD assigned to manage the grant at the state level. All correspondence in e-GMS is archived and becomes a permanent record in the system for future reference.

5.b.3   Components

▪ The **Program Components** link does not require an update from the applicant and may be ignored.

▪ The **Service Areas** link allows you to edit County, and Legislative and Congressional District Information.

Note: The Component data can also be updated from the **Start Menu**-Update Agency link, see section 4.a.1 of the manual; however, each application must also have these values assigned.

5.b.4   Errors

Click on the error button to check for items missing or incomplete on your application. All errors must be fixed prior to submission of the application.

5.b.5   History

The history link allows you to view or track previous versions and statuses of the application. See Figure 19 below.

Figure 19

5.b.6   Application PDF

Selecting the **Application PDF** link allows you to create a full PDF document of your completed application or to create blank application forms. Either option allows you to save or print the PDF document. The full PDF document options runs in a batch process overnight. An email will be sent when the file is available for review.

5.b.7   Review Team Attachments

Review Team attachments allows the applicant to review any notes or files attached by the Program Manager. The Project Manager is the only person able to upload attachments on this page.

5.c.   Application Submittal

Once you have completed all application forms and run an error free check on your application you are ready to submit your application to the Washington Military Department. After submission your application is placed in a read-only status and cannot be edited by the applicant. Program Managers have the ability to edit your application or to return it to you for modifications.

Remember submission of applications is tied into security rights built-in to e-GMS. You must be the authorized Agency Official to submit the application.

To submit your application, click the **Submit** Application link above the Application Forms section. A confirmation box appears, if all information is correct click OK; otherwise, click Cancel to return to the **Application Menu**.

Congratulations! You submitted your application to the Washington Military Department through e-GMS. We welcome your feedback and suggestions on how we can do a better job to serve you. Please contact Janet Pool at 253-512-8420 or your Program Manager with your comments. Thank-you!

Your application will now go through the WMD application review process.

6.   Application Review

Once your application is reviewed by staff members and Program Managers your application may be:

1) Accepted,
2) Denied, or
3) Returned to you for modifications.

6.a.   Accepted

Approved applications become grants awarded to your agency. Until this point in the process you worked with the **Application Menu** in e-GMS. Once a grant is awarded to your agency you work in the e-GMS **Grant Menu**. See Figure 19.

Your treeview on the **Start Menu** now has a **new** main 'node' called Grants with a folder underneath called Awards Executed. Below this folder you will find all of the grants your agency has been awarded from the Washington Military Department.

6.a.1   Contract Creation

Once accepted and awarded you enter the contracting phase of the process. The cover sheet, body of the contract, scope of work and general terms and conditions will be emailed to your agency or may be attached to the **Application Menu** under the Review Team Attachments link for final review and sign off. Please have the contract signatory sign and return two (2) copies of the document to your program manager at the Emergency Management Division along with a copy of other required documents. A signed copy of the contract will be returned to your agency.

6.b.   Denied

If an application is denied your Program Manager will contact you to discuss what requirements or conditions caused the application to be denied.

6.c.   Returned for Modifications

E-GMS allows Program Managers to return applications to the applicant for revisions. When this occurs your application is 'unlocked' to allow you to modify it. Your **Task List: Actions Required** section of the Start Page will display the name of the application requiring modifications. Click on this link to open up the **Application Menu**. Pages requiring modifications display a pencil next to the page on the **Application Menu**. See Figure 18 below. You will need to make changes to these pages and then resubmit your application for further review by the Program Manager.

Note: After making changes to the application pages the pencil icon does not change right away. It must first be accepted by the Program Manager.

If your application requires modifications you'll see a pencil next to the page under Application Forms.
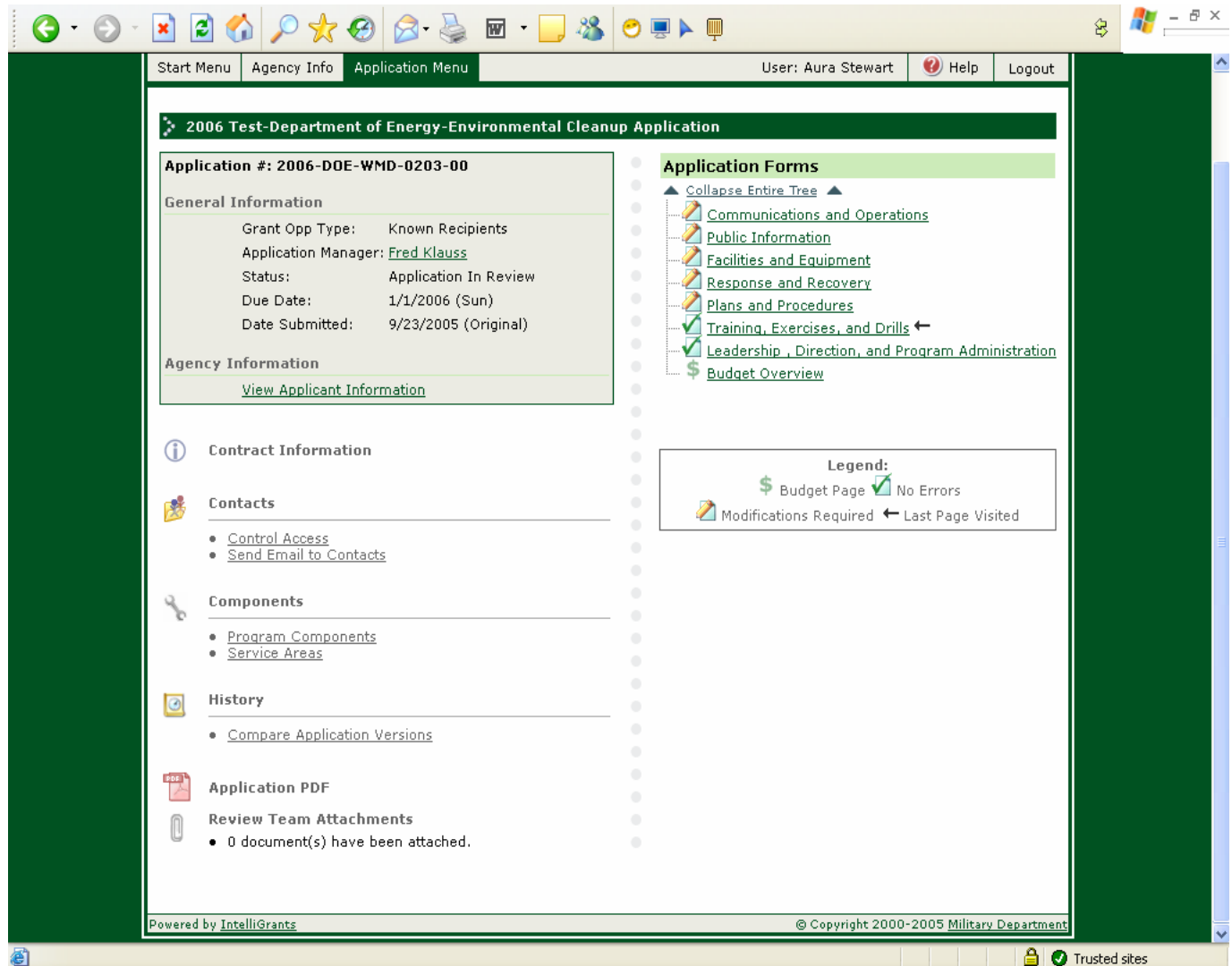
Figure 18

Once your application is approved you will have access to the **Grant Menu** in e-GMS instead of the **Application Menu**. See Figure 19 on the next page.

7.   Grant Menu

Below is the **Grant Menu**. Once your application is approved you will work mainly in this section of e-GMS. The proceeding sections in Chapter 7 describe the functionality available for your use on the **Grant Menu** to help manage the grant process.
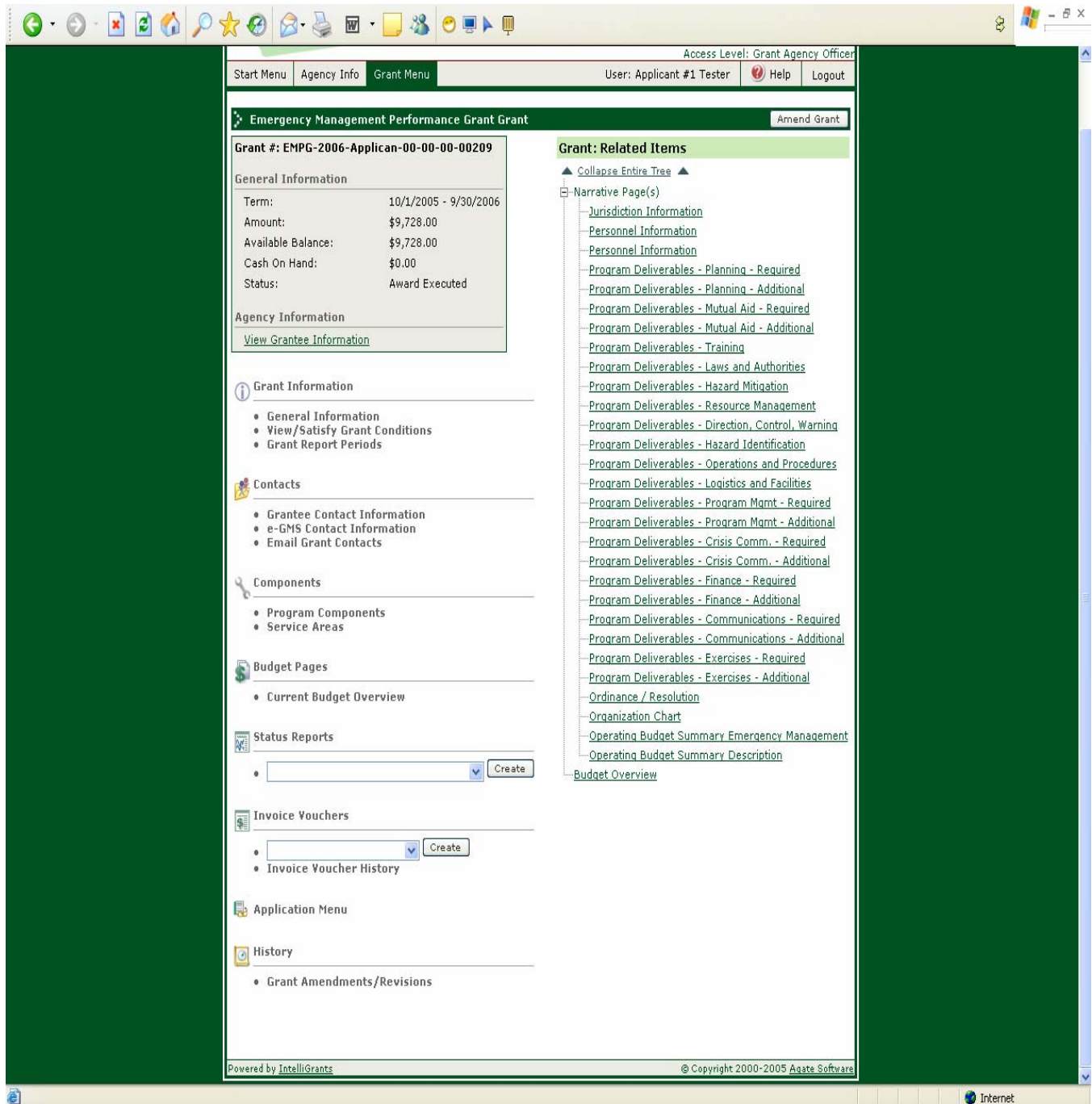

Figure 19

7.a.   Grant Information Links

The **Grant Information** section on the left hand side of the page displays two new links.

6) The **View/Satisfy Grant Conditions** link displays a list of items which need to be completed and or submitted to the WMD prior to completion of the contracting process.
7) The **Grant Report Period** link lists the reports due to WMD and the due date. Reimbursement of expenses cannot be remitted until all reports are submitted and approved.

7.b.   Contact Links

These three links, **Grantee Contact Information**, **e-GMS Information** and **Email Grant Contacts**, are almost identical to the **Contact** links found on the **Application Menu** page. See Section 5.b.2. One additional link has been added, **e-GMS Information**, allowing you to view e-GMS contact information.

7.c.   Components

The **Components** section is identical to the components section found on the **Application Menu**. See Section 5.b.3.

7.d.   Budget Pages

The **Current Budget Overview** link provides a summary of the budget information.

7.e.   Status Reports

The **Status Reports** section allows you to submit required status reports to the WMD. This function is covered in Chapter 8, Submitting Status Reports.

7.f.   Invoice Vouchers

The **Invoice Vouchers** section allows you to submit invoices for reimbursement from the WMD. This is covered in Chapter 9, Grant Reimbursements.

7.g.   Application Menu

This link returns you to the **Application Menu**.

7.h.   History

The **History** link displays the various versions of the grant along with a time stamp and status of each version.

8.   Submitting Status Reports

E-GMS allows subgrantees to submit **Status Reports** to the Washington Military Department. From the **Start Menu** click on the applicable grant link-this takes you to the **Grant Menu** page as displayed in Figure 19. To begin the process of preparing a status report, select the report you want to submit from the drop down box under the section titled Status Reports. See Figure 20 below. Next click on the **Create** link.
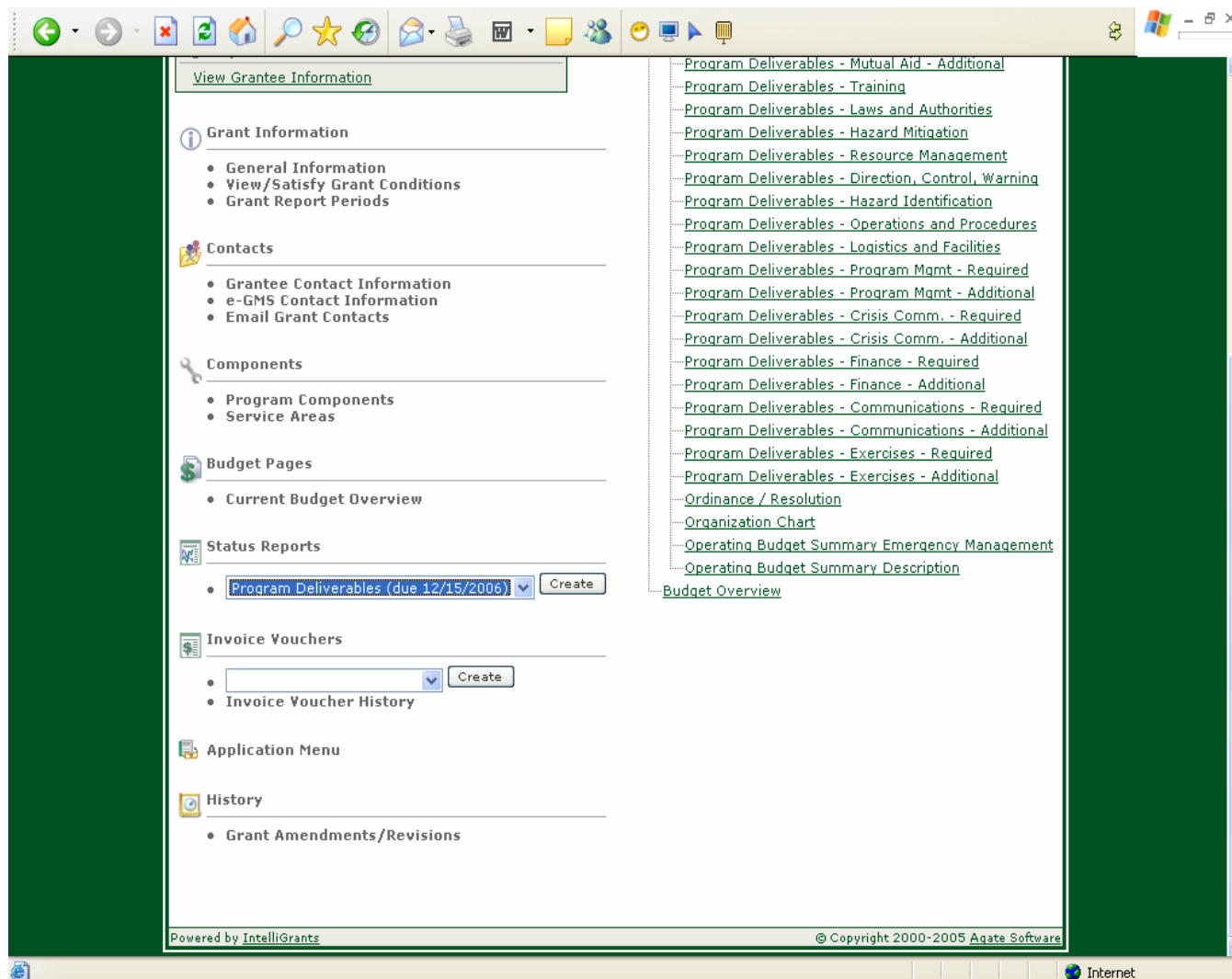

Figure 20

You will then be taken to the Report menu where you complete your report, check it for errors and submit it to the department.

8.a.   Report Menu

To begin your Agency's status report, under the label **Grant Report: Forms** click on the related **Grant** link.

Figure 21

8.b.   EMPG – Program Deliverable Report

Complete the status report describing how your agency is progressing with each deliverable outlined on the application. Once all information is input click the **Save** button.

Figure 22

To submit your report, return to the **Grant Menu** and click on the link that displays the report just completed. This takes you to the Report Menu where you may submit your report to WMD, see Figure 21. Also if this is a final report please click on the round 'radio' button **Yes**; otherwise, leave the **No** radio button marked.

9.   Grant Reimbursements

E-GMS allows grantees to submit invoices to the Washington Military Department for reimbursement. From the **Start Menu** click the applicable grant link-this takes you to the **Grant Menu** page as displayed in Figure 19. To begin the process of requesting reimbursement for grant expenses, select the appropriate **Grant Component** and due date from the drop down box under the section titled Invoice Vouchers. Next, click on the **Create** link. The Invoice Voucher/Payment Request page is displayed as below in Figure 23.
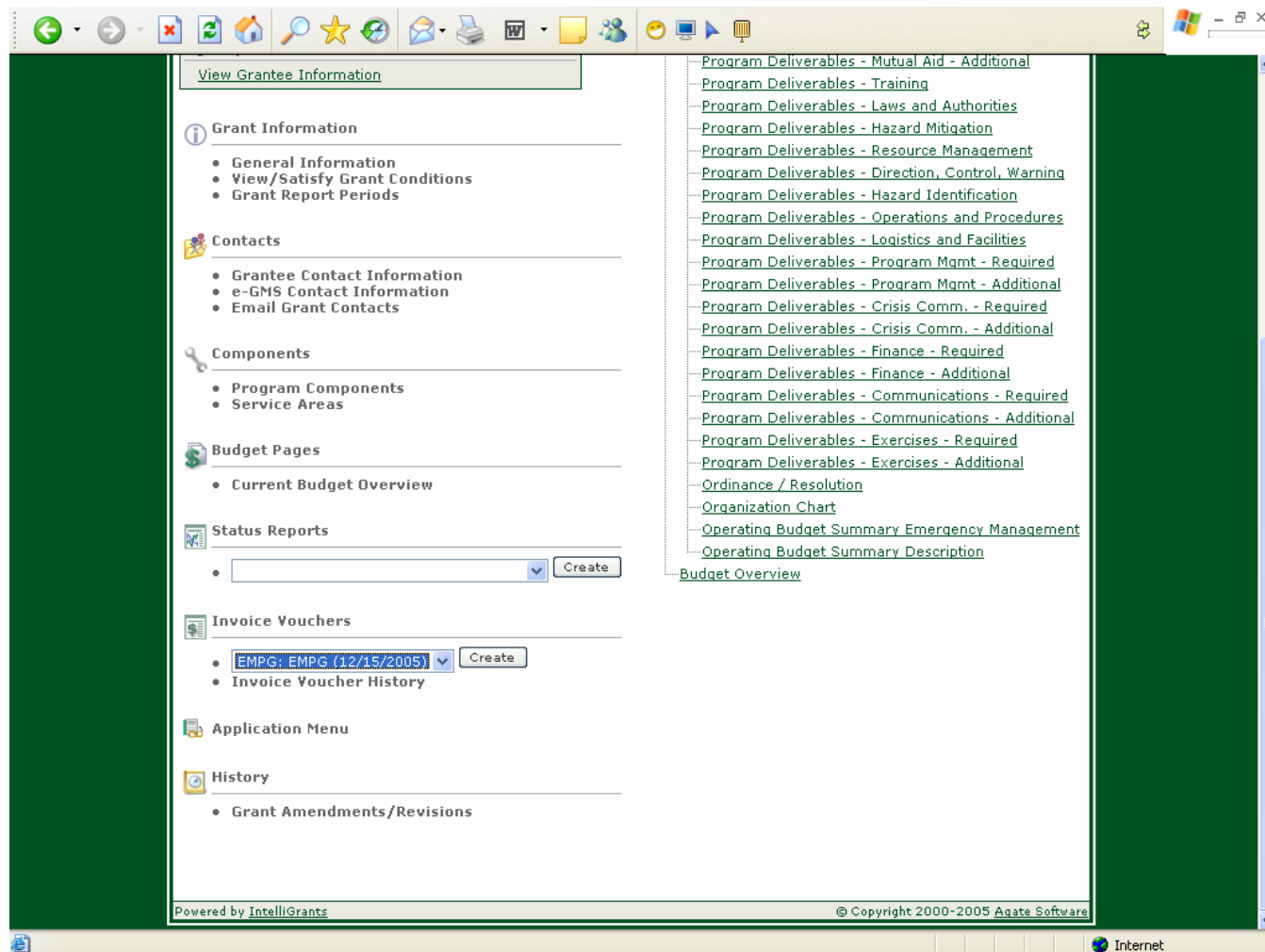
Figure 22

9.a.   Invoice Voucher Detail

From the drop down boxes select:
8) State Award for the Budget Category,
9) Auto-calculated item for the Item,
10) State Award amount for the Budget Column,
11) Complete a description of the reimbursement if necessary, and
12) Input the amount you are requesting reimbursement for in the Amount field.

Click **Save** after completing all information on the Invoice Voucher tab.

Figure 23

9.b.   Invoice Voucher Summary

Along with displaying grant related information, the **Invoice Summary** tab displays the total budget or contract amount, previously submitted expenses, remaining budget and current expenditures. Once all information is accurate, click the **Submit** button. A pop-up screen asks you to verify your password prior to submission. This ensures that invoice reimbursements are authorized by the appropriate individual in the agency. Only Agency Officers are allowed to submit **Reimbursement Requests** through e-GMS.

Figure 24

9.c.   Invoice Voucher Attachments

The Invoice Voucher Attachment page is used to upload the agency's file which shows the line item expenditure detail for the requested reimbursement amount. Click the **Add** button. This links you to the attachment page in Figure 26. Upload you file using the browse functionality as described in section 5.A.4.a.
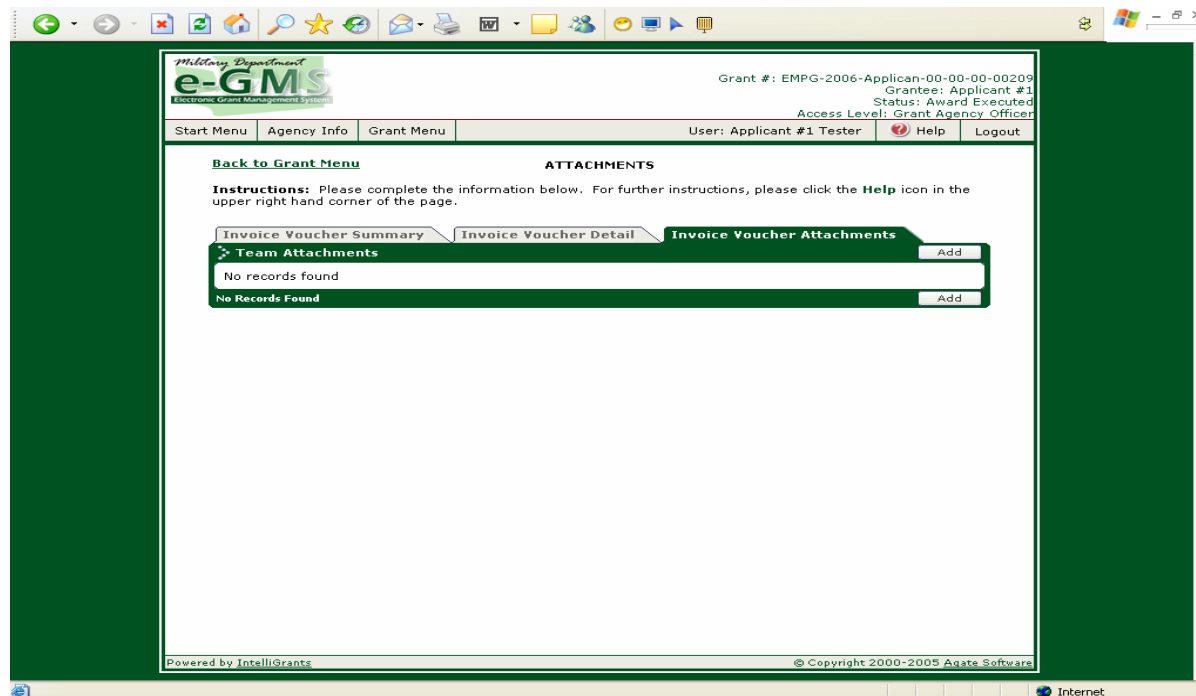
Figure 25

Figure 26

9.d.   Checking the Status of Payments

To check the status of the payment, click on the **Invoice Voucher History** button on the main page. This link shows the date a payment is made to the agency.

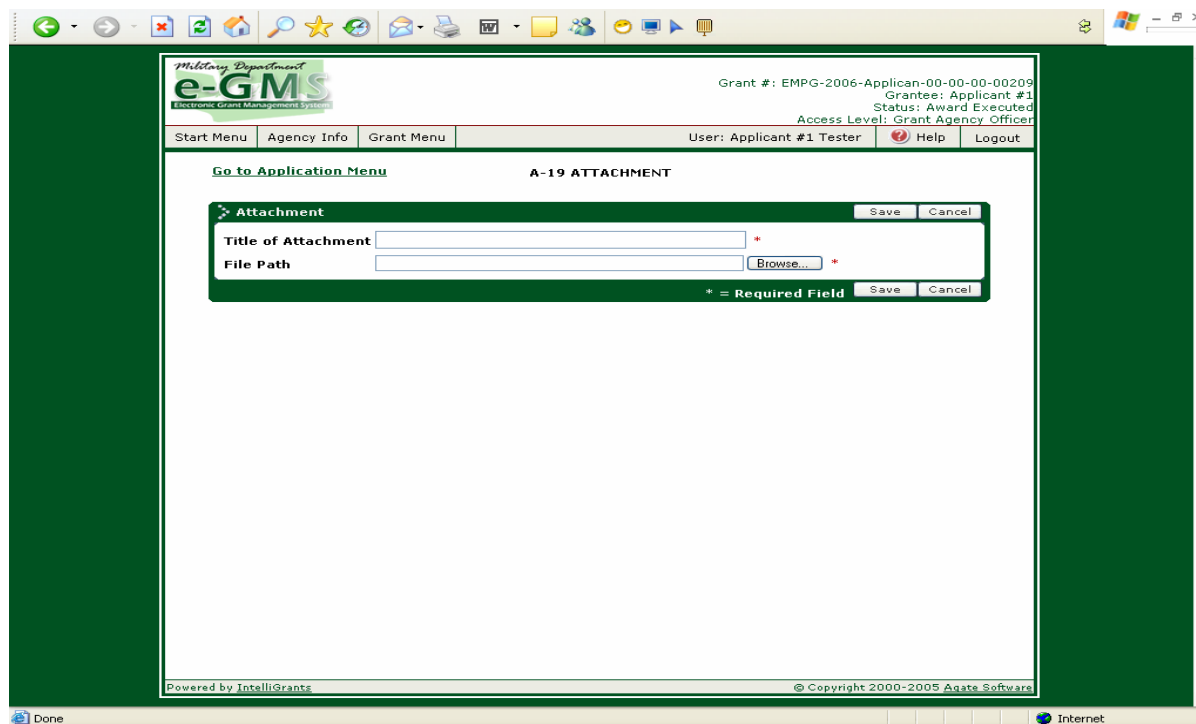You have now completed the training for managing your grant on e-GMS. Please submit any suggestions on the manual or system to either your Program manager or Janet Pool at 253-512-8420 or email Janet at janet.pool@mil.wa.gov.

10. Appendix: Internet Connection & Operating System

e-GMS is an Internet application. The Internet, also referred to as World Wide Web, consists of a vast array of information that is accessible via a web browser. For the purpose of accessing e-GMS, the standard Internet connection is with a modem, cable or DSL. Cable or DSL speed up processing in e-GMS but are not necessary to use the system.

e-GMS was designed for both of the two most common computer operating systems – Windows and Macintosh. e-GMS is not supported on other operating systems such as Linux and Unix. Windows users are required to have an operating system that is Windows 95 or higher. Users accessing e-GMS from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor.

10.a.1   Email Address

e-GMS access requires every user to have an email address. Messages and alerts, such as grant application deadlines or status report due dates, can be conveniently sent via e-GMS. If you are unsure whether or not you have an email address with your organization or how to use your email address, please contact your organization's IT systems administrator.

Note: A free email account can be obtained by going to http://www.hotmail.com or http://www.yahoo.com and registering for an account.

10.a.2   Web Browser

e-GMS was designed to be accessible via a web browser. Although there are several browsers available, e-GMS was designed specifically for use with Internet Explorer 6.0 or higher, Netscape Navigator 7.0 or higher, or Safari 1.2 or higher for the Macintosh. Lower versions of Internet Explorer, Netscape Navigator, and Safari may be able to access e-GMS, but some of the functionality of the system may be lost or cause errors. Internet Explorer is the preferred browser for Microsoft Windows operating systems, and Safari is the preferred browser for Macintosh Operating Systems.

10.a.2.a Check your Browser Version

Check your Internet Explorer version by following these steps:
   1) Open Internet Explorer.
Click the Help menu which is located on the far right on the standard File, Edit, View toolbar.
Select About Internet Explorer.
Look at the first lines of text. Your version will be noted as a series of numbers, the first few numbers indicating the specific version.

Check your Netscape Navigator version by following these steps:
   Open Netscape Navigator.
   Click the Help menu which is located on the far right on the standard File, Edit, View toolbar.
   Select About Netscape.
   Look at the first lines of text. Your version will be noted as the numbers found in the title.

Check your Safari version by following these steps:
   1) Open Safari
   2) Click "Safari"
   3) Click "About Safari"
   4) Look at the first lines of text and search for your version number.
   5) If your browser version is lower than required, please proceed to the next section and update your browser.

10.a.2.b Links for Updating Your Web Browser

Internet Explorer users can download the latest version of the Internet Explorer web browser by going to this Web address: http://www.microsoft.com/windows/ie

Netscape Navigator users can download the latest version of Netscape web browser by going to this Web address: http://www.netscape.com/computing/download

Safari users can download the latest version of Safari web browser by going to this Web address: http://www.apple.com/support/downloads/safari.html

10.a.2.c Web Browser Basics

To get started with e-GMS, open up Internet Explorer, Netscape Navigator, or Safari by double-clicking on the appropriate icon. Type https://fortress.wa.gov/mil/gms/gms/ in the address field then click Go or Search to access e-GMS.

With e-GMS it is best for users to not use the Back and Forward buttons in the toolbar. e-GMS content consists of dynamic information. Clicking the Back and Forward buttons does not resend data over the Internet but rather displays a saved version of the content; therefore, old data may be displayed when using the Back and Forward buttons. Instead use the links within e-GMS to navigate through the various content sections in the system.

10.a.2.d Important Web Browser Settings

Two browser options must be enabled in order for e-GMS to operate properly-session cookies and JavaScript. E-GMS will not function properly if either or both of these options are disabled. e-GMS automatically verifies whether or not these options have been set properly. If the configuration needs to be changed, e-GMS redirects the user to a page that gives step-by-step instructions for setting session cookies and JavaScript. These instructions are also provided below.

10.a.2.d.1 Session Cookies

Session cookies are used by e-GMS to help track what you are working on. They can be enabled by following these steps:

Internet Explorer (Versions 5.5)
    Click "Tools".
    Click "Internet Options".
    Click the "Security" tab.
    Click "Custom Level".
    Under "Allow per-session cookies (not stored)."
    Click "Enable".

Internet Explorer (Version 6)
    Click "Tools".
    Click "Internet Options".
    Click "Privacy tab".
    Click "Advanced".
    Click "Override automatic cookie handling." Click "Always allow session cookies."
    Click "OK".

Netscape Navigator
    Click "Edit".
    Click "Preferences".
    Select "Privacy & Security" from the Category section.
    Click "Cookies".
    Select "Enable All Cookies."

Click "OK".

Safari
    Click "Safari"
    Click "Preferences"
    Click the "Security" tab
    In the cookies section click "Only from sites you navigate to"

Note: All information or session cookies stored from e-GMS sessions are removed when the user closes the browser or logs off the system.

10.a.2.d.2   JavaScript

JavaScript enhances the functionality of e-GMS. Enable JavaScript by following the steps below:

Internet Explorer
    Click "Tools".
    Click "Internet Options".
    Click the "Security" tab.
    Click "Custom Level".
    Under "Scripting" "Active Scripting", click "Enable."

Netscape Navigator
    Click "Edit".
    Click "Preferences".
    Select "Advanced" from the Category section.
    Click "Scripts & Plugins".
    Check "Navigator" under the "Enable JavaScript for" heading.
    Click "OK".

Safari
    Click "Safari"
    Click "Preferences"
    Click the "Security" tab
    Click "Enable JavaScript"

10.a.3   Adobe Acrobat Reader 6.0 or higher

Pages printed from e-GMS, ie. the web browser, usually are not formatted perfectly. In order to create documents formatted consistently from computer to computer, e-GMS uses the Adobe PDF (Portable Document Format) technology. e-GMS also uses the PDF format to save an electronic copy of an e-GMS page.

If Adobe Acrobat Reader is not already installed on your computer, a free copy of the software can be downloaded from the following address:
http://www.adobe.com/products/acrobat/readstep2.html

10.a.3.a Application PDFs:

There are three ways to print Application PDFs in e-GMS.

1) A blank copy of the application may be printed via the Application PDF link found on the **Application Menu**. After clicking on the Application PDF link, select the Generate Blank Full PDF.
2) A completed copy of the application via the Application PDF link found on the

> **Application Menu**. After clicking on the Application PDF link, select the Generate Full PDF. The Full PDF option runs in an overnight batch process. An e-mail will be forwarded to you when the PDF is generated.
3) Individual pages and sections can be viewed and printed in PDF format by clicking the View PDF button found on each page of the application.

10.a.3.a.1   Printing PDFs

To print the PDF, click the printer icon at the top of the Acrobat Reader menu. It is important that this icon is clicked and not the print icon featured in Internet Explorer, Netscape Navigator, or Safari.

10.a.3.a.2   Saving PDFs

You can save the PDF to your computer once it has been generated on your screen. To do so, click the icon that resembles a computer disk at the top of the Acrobat Reader window. This icon is located to the left of the printer icon. You will be prompted to save a copy to your computer. Give the file a name and point it to the location where you want it saved. Click the **Save** button. computer.

10.a.4   Pop-Up Window Blocking Programs

Pop-up windows are typically advertisements or alerts that appear as smaller, separate windows on a person's computer screen while browsing the Internet. Pop-ups are usually triggered by having JavaScript enabled on your computer; however, this prevents e-GMS from creating PDFs and also from viewing e-GMS pop-up screens. It is important that if you have a pop-up window blocking program installed on your computer you need to disable the program while working in e-GMS. If you have questions about this type of software, please contact your system administrator.